



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
8825 BEULAH STREET
FORT BELVOIR, VIRGINIA 22060-5246

JAN 21 2004

IAPE-EE (100)

MEMORANDUM FOR ALL INSCOM PERSONNEL

SUBJECT: INSCOM Policy Memorandum #42, Alternative Dispute Resolution Policy Statement

1. It is the policy of US Army Intelligence and Security Command (INSCOM), to support and make Alternative Dispute Resolution (ADR) available as an alternative means of resolving employment disputes, during pre-complaint and/or formal complaint processes. ADR offers an opportunity to resolve workplace disputes creatively and effectively in a non-threatening way, and can reduce the time and costs associated with settling disputes.
2. The Army is facing challenging times that require us to be more effective and efficient with the resources we have. We must commit ourselves to preventing disputes when possible, resolving disputes when appropriate at the earliest stage feasible, by the fastest and least expensive method, and at the lowest organizational level.
3. ADR is not a substitute for existing administrative or appellate processes such as the discrimination or grievance processes. It merely supplements these processes. If the dispute is not resolved through ADR, the individual retains the right to pursue redress through the appropriate process.
4. I strongly support the use of ADR to resolve workplace disputes. All managers, supervisors and employees are encouraged to use ADR in appropriate circumstances and to cooperate fully with ADR Program officials, to include participation in mediation, to resolve disputes within this command.
5. The INSCOM point of contact for this memorandum is the INSCOM EEO Office, COML 703-428-4642 or DSN 328-4642.

JOHN F. KIMMONS
Major General, USA
Commanding